

93-64
93-65

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DDS/T OFFICE OF SPECIAL ACTIVITIES

Rescinded 2/11/67



~~SECRET~~

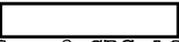
25X1



10 February 1966

MEMORANDUM FOR THE RECORD

SUBJECT: OSA Schedule 93-66 (*Dep. For Tech + Intell. Div.*)

1. Items 4 and 6 of the schedule for Deputy for Technology were changed from temporary to permanent at my suggestion with the concurrence of  This change conforms to the disposition standards of GRS-19, items 8 and 11c.
2. Item 3 of the Intelligence Division schedule should have a more meaningful title such as "Project Reference Files". The file consists of copies of documents relating to projects of USIB agencies that are of interest to OSA. This information was furnished by 

25X1

25X1

25X1



ILLEGIB



~~SECRET~~

SECRET

SCHEDULE NO. 93-66

OFFICE, DIVISION, BRANCH
OSA/Deputy for Technology

SIGNATURE [Redacted] ENCE 25)
John Parangosky
TITLE Deputy for Technology DATE 25 JAN 1966

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1. | Subject Files Correspondence files of a general administrative or housekeeping nature (exclusive of papers containing scientific or technical data). 1962 | .5 | Temporary. Break files annually, hold 2 years then destroy. |
| 2. | Proposals Investigative - pertaining to exploration of the feasibility of proposals received from contractors. Rejected proposals. 1958 | 2 | Temporary. Hold 2 years, transfer to Records Center; hold 3 years then destroy. |
| 3. | Monthly Progress Reports Reports submitted by contractors to show the degree of completion of projects. 1960 | 4 | Temporary. Hold 1 year. Transfer to Records Center. Destroy after 3 years. |
| 4. | Annual Final Reports This is an annual consolidated progress report submitted by contractors to show the degree of completion of projects. 1961 | 2 | Permanent. Hold 4 years. Transfer to Records Center. [Redacted] |
| 5. | Technical Notes Consisting of technical reports, drawings and other technical and scientific data received from commercial concerns used as a reference source. 1958 | 12 | Hold 2 years. Transfer to Record Center. Destroy after 3 years. Permanent |
| 6. | Equipment Manuals, Drawings, etc. These files contain technical and scientific data accumulating from the conduct of research and development. | 12 | Hold while project active then transfer to Records Center. [Redacted] |

APPROVED: [Redacted] 2/14/66 Date

SECRET

SECRET

SCHEDULE NO. 92-66

OFFICE, DIVISION, BRANCH

Intelligence Division, OSA/DD/S&T

SIGNATURE

TITLE

Chief, Intelligence Division, OSA

25X

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1. | Special Intelligence material. These folders contain cables, maps, and other special material relating to specific operations. 1962 | 4 | Temporary Hold for 2 years then retire to Records Center. Hold for 10 years then destroy. |
| 2. | Mission Folders These folders contain cables, maps, and other special material of historical value as to the success of the mission. 1964 | 4.5 | Permanent. Hold for 2 years then retire to Records Center. |
| 3. | <i>Reference</i> Project Files These files contain cables, memos., etc., concerning policy in the Agency and intra-agency 1956 | 8.0 | Temporary. Hold for 2 years then retire to Records Center. Hold for 10 years then destroy. |

25X1

APPROVED

[Signature Box]

CIA Records Administration Officer

2/14/66
Date

SECRET

RECOVERED FROM RELEASE 2005/08/15 : CIA-RDP78-00487A000400220001-5

SCHEDULE NO. 83-65

OFFICE, DIVISION, BRANCH

DD/S&T/OSA/Support Division

Note exceptions to approval

CONCURRENCE

Chief, Support Division/OSA

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|-------------------------|---|-----------------------|---|
| <u>SUPPORT DIVISION</u> | | | |
| 1. | Support Subject Files: Cables and correspondence filed by subject. | | Temporary Break files annually; hold 2 years, then destroy. |
| 2. | Station Subject Files: Cables and correspondence filed by station. | | Temporary Break files annually; hold 2 years, then destroy. |
| 3. | Chrono Files: Filed chronologically: (a) Cables and dispatches (b) Correspondence | | Temporary Maintain 1 year, then destroy. Destroy after 2 years. |
| <u>PERSONNEL BRANCH</u> | | | |
| 4. | Personnel Subject Files: Cables and correspondence relating to personnel administration. | | Temporary Break files annually; hold 2 years, then destroy. |
| 5. | Personnel Folders: These are soft folders held in the Personnel Office. (a) Staff Employees (b) Contract Employees | | Temporary Upon separation forward files to Records and Services Division, Office of Personnel, for screening. Upon transfer, screen and forward to gaining office. Temporary Upon termination, screen out and destroy duplicate material; transfer to Contract Personnel Division, Office of Personnel |

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

| ITEM NO. | FILES IDENTIFICATION PAGE #2 | VOLUME | DISPOSITION INSTRUCTIONS |
|-----------------------------|---|--------|--|
| 6. | <p>Personnel Card Files:</p> <p>(a) Employee Records Cards: Cards maintained for each employee. Notations of all personnel actions and completed training are posted on this form.</p> <p>(b) Position Inventory Files: These files provide a current record of authorized and established positions, both filled and vacant.</p> <p>(c) Locator Cards: These are IBM cards furnished by Office of Personnel for each employee. The cards bear home and Office addresses and phone numbers.</p> | | <p>Temporary</p> <p>Upon Inter-Agency transfer, forward card to gaining office. Destroy on separation or termination.</p> <p>Destroy on cancellation of position.</p> <p>Return card to (Machine Records Division, Office of Comptroller.) ? ADPD, OCS/DD-S&T.</p> |
| 7. | <p>Personal Papers: Consists of personal papers held in storage for individuals who have gone overseas. These papers are the personal property of the individual and no official CS documents are maintained in these files.</p> | | <p>Temporary</p> <p>Return to individual upon return from overseas. These files may also be stored at the Records Center and recalled individually as employees return.</p> |
| 8. | <p>T/O Files: Consist of records relating to the staffing pattern such as copies of monthly T/O reports: T/O change authorizations; manning tables; and IBM listings of employees by grade and date of grade.</p> | | <p>Temporary</p> <p>Destroy after 1 year.</p> |
| BUDGET & FINANCE | | | |
| 9. | <p>Fiscal Subject Files A general file of correspondence, reports, memos, copies of instructions, and internal issuances relating to administration of the fiscal support function at Hqs. and in the field as well as those of the Branch. Ordinarily correspondence with other Hqs. components is filed here.</p> | 31 | <p>Break files at end of each year; hold 2 years then destroy.</p> |

| ITEM NO. | FILES IDENTIFICATION | PAGE # | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|--|--------|-----------|--|
| 10. | Budget Files: These files ordinarily include copies of instructions, narrative, and statistical statements or requirements, copies of operational programs; preliminary estimates, office estimates, copies of budget presentations and related workpapers. These are files that accumulate during the process of preparing Staff and Division Budget presentations for the Budget Division, Executive Director-Comptroller. | 1 | | Break files annually; hold 3 fiscal years, then destroy. |
| 11. | Allotment Files: (a) Copies of advices for Hqs. and the field. (b) Allotment control ledgers showing obligations, expenditures and status of allotments. 1958 (c) Status of Allotments: These reports are prepared monthly and forwarded to Finance Division. Copies are distributed to Branches and the field. 1958 | 1 4 | Temporary | Break files annually; hold 3 fiscal years, then destroy. Temporary Destroy 10 years after close of fiscal year involved. Break files annually; hold for 2 years, then transfer to Records Center. Temporary Break files annually; hold for 3 fiscal years, then destroy. |
| 12. | Contract Files: These are copies of contracts for supplies, equipments, and personal services. Included are copies of supplemental agreements, payment sheets, and vendor invoices. Original copies of these contracts are held by the Contract Division. | 36 | Temporary | Transfer to Records Center upon settlement. Destroy after 11 years. |
| 13. | Station Accountings: Original vouchers, receipts and related documents that record all station financial transactions. | 4 | Temporary | Send original to Records Center; hold 3 fiscal years, then destroy at close of fiscal year. |

| ITEM NO. | FILES IDENTIFICATION PAGE #4 | VOLUME | DISPOSITION INSTRUCTIONS |
|-------------------------------|---|--------|--|
| 14. | <p>Imprest Funds: Consists of monthly accountings made to Finance Division and letters of instructions authorizing expenditure of funds. 1964</p> | 1 | <p>Temporary Destroy after audit and clearance.</p> |
| 15. | <p>Employee Accounting Files: These files are maintained to record requests for advance, payment of allowances, accountings, travel orders and other financial transactions affecting individuals. 1958</p> | 14 | <p>Temporary Destroy when no longer needed for reference. Do not retain after separation, termination or transfer.</p> |
| 16. | <p>Auditor's Working Papers: These are working papers of an Air Force Audit of the contract files. The contracts are also audited by CIA.</p> | 2 | <p>Temporary Retire to Records Center upon completion of audit. Destroy later 3 years after retirement.</p> |
| 17. | <p>Original Vouchers: Approved voucher copies with supporting documentations.</p> | 7 | <p>Temporary <i>Retire to Records Center upon completion of audit</i> Hold 3 fiscal years, then destroy. <i>3 yrs. after retirement</i> * per request of </p> |
| <p><u>REGISTRY BRANCH</u></p> | | | |
| 18. | <p>Chrono File: These files are kept as a central reference for the Division. They consist of in and out cables, dispatches and incoming and outgoing correspondence.</p> | 9 | <p>Temporary <i>6 month</i> Maintain 1 year level. Retire to Records Center; to be returned in 2 years for review. <i>in 6 month blocks</i></p> |
| 19. | <p>Cryptic Reference Files</p> | 1 | <p>Temporary Upon separation, termination or transfer, place cards in inactive file; hold 1 year, then destroy.</p> |
| 20. | <p>Document Controls: Mail control records, pouch manifests, abstracts and logs.</p> | 5 | <p>Temporary Hold 2 years, then destroy.</p> |
| 21. | <p>Top Secret Logs</p> | | <p>Disposal not authorized by this schedule.</p> |

OFFICE, DIVISION, BRANCH

DD/S&T/OSA - Support Division, Registry Branch

Chief, Support Division *14 JAN 64*

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|---|
| 1. | <p>CHRONO FILE</p> <p>These files are kept as a central reference for the Division. They consist of in and out cables, dispatches, correspondence and copies of outgoing correspondence.</p> | 9 | <p>Maintain 1 year level. Retire to Records Center; to be returned in 2 years for review.</p> |
| 2. | <p>CRYPTIC REFERENCE FILES</p> | .1 | <p>Upon separation, termination or transfer, place cards in inactive file; hold 1 year, then destroy.</p> |
| 3. | <p>DOCUMENT CONTROLS (Mail Control Records, Pouch Manifests, Abstracts and log.)</p> | .5 | <p>Hold 2 years; then destroy.</p> |
| 4. | <p>XXXXXXXXXXXX</p> <p>TOP SECRET LOGS.</p> | .1 | <p>Disposal not authorized by this schedule.</p> |

APPRO

[Signature]
 Date *24 Jan 64*

CIA Records Administration Officer

SCHEDULE NO. 42-64

OFFICE, DIVISION, BRANCH

BFB/OSA - DD/S&T

SIGNATURE

TITLE

Chief, Budget & Finance Branch

JAN 34

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|--|---|---|
| 1. | <p>CONTRACTS</p> <p>These are copies of contracts for supplies, equipment and personal services. Included are copies of supplemental agreements, payment sheets and vendors invoices. Original copies of these contracts are held by the Contract Branch, but are not considered record copies.</p> | 16 | <p>Temporary. Transfer to Records Center in cubic foot lots upon settlement. Destroy after 11 years.</p> |
| 2. | <p>AUDITOR'S WORKING PAPERS</p> <div data-bbox="224 1444 868 1543" style="border: 1px solid black; height: 47px; width: 397px;"></div> <div data-bbox="310 1728 703 1890" style="border: 1px solid black; height: 77px; width: 242px; margin-top: 100px;"></div> <p style="text-align: center;">APFRC CIA Records Administration Office</p> | <p>2</p> <p><i>11 included</i></p> <p><i>16 July 1964</i></p> | <p>Temporary. Retire to Records Center upon completion of audit. Destroy after 3 years.</p> <div data-bbox="1084 1581 1243 1682" style="border: 1px solid black; height: 48px; width: 98px; margin-top: 20px;"></div> |

24 Jan 64
Date

| | | | |
|--|------------|-----------|-----------|
| TRANSMITTAL SLIP | | DATE | - 5/13/64 |
| TO: <i>Record</i> | | | |
| ROOM NO. | BUILDING | | |
| REMARKS: <i>OSA is the office of record for their contracts - not OL. C. missed this with [redacted] today.</i> | | | |
| FROM: [redacted] | | | |
| ROOM NO. | [redacted] | EXTENSION | |

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

GPO : 1957-O-439445 (47)

STAT

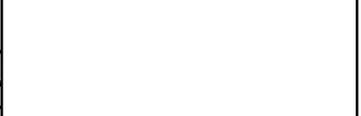
STAT

SCHEDULE NO. 64-93
 SIGNATURE [Redacted]
 TITLE C/B&F/OSA/DDS&T
 DATE 16 JUL 1964

OFFICE, DIVISION, BRANCH
 DD/S&T/OSA/SD/BFB

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1. | Fiscal Subject Files A general file of correspondence, reports, memos, copies of instructions, and internal issuances relating to administration of the fiscal support function at Hqs. and in the field as well as those of the Branch. Ordinarily correspondence with other Hqs. components is filed here. 1962 | 31 | Break files at end of each year; hold 2 years then destroy. |
| 2. | Budget Files These files ordinarily include copies of instructions, narrative, and statistical statements or requirements, copies of operational programs; preliminary estimates, office estimates, copies of budget presentations and related work papers. These are files that accumulate during the process of preparing Staff and Division budget presentations for the Budget Division, Executive Director-Comptroller | 1 | Break files annually; hold 3 fiscal years, then destroy. |
| 3. | Allotment Files a. Copies of advices for Hqs. and the field. b. Allotment control ledgers showing obligations, expenditures and status of allotments. 1958 c. Status of Allotments These reports are prepared monthly and forwarded to Finance Division. Copies are distributed to Branches and the field. 1958 | 1 4 1 | Break files annually; hold 3 fiscal years, then destroy. Temporary - Destroy 10 years after close of fiscal year involved. Break files annually; hold for 2 years, then transfer to Records Center. Temporary - Break files annually; hold for 3 fiscal years, then destroy. |

Approved
 20 Jan '65

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|--|--|----------------------------|---|
| 4. | Contracts Files These are copies of contracts for supplies, equipment, and personal services. Included are copies of supplemental agreements, payment sheets, and vendor invoices. Original copies of these contracts are held by the Contract Division. | 36 | Temporary. Transfer to Records Center upon settlement. Destroy after 11 years. |
| 5. | Station Accountings Original vouchers, receipts, and related documents that record all station financial transactions. | 4 | Temporary - Send original to Records Center, hold 3 fiscal years, then destroy. <u>at close of fiscal year.</u> |
| 6. | Imprest Funds Consists of monthly accountings made to Finance Division and letters of instructions authorizing expenditures of funds. 1964 | 1 | Destroy after audit and clearance. |
| 7. | Employee Accounting Files These files are maintained to record requests for advances, payment of allowances, accountings, travel orders, and other financial transactions affecting individuals. 1958 | 14 | Destroy when no longer needed for reference. Do not retain after separation, termination, or transfer. |
| 8. | Auditors' Working Papers These are working papers of an Air Force audit of the contract files. The contracts are also audited by CIA. | 2 | Temporary. Retire to Records Center upon completion of audit. Destroy after 3 years. |
| 9. | Original Vouchers Approved voucher copies with supporting documentations | 7 | Temporary. Hold 3 fiscal years then destroy. |
| APPROVED  CIA Records Administration Officer | | <i>[Signature]</i> Date | |

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

SCHEDULE NO. 64-93
187A000400220001-5

OFFICE, DIVISION, BRANCH

CONCURRENCE

SIGNATURE

TITLE DATE
Chief, Support Division, OSA

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

22.

Historical Files

These are files of sensitive nature that could be called for in case of a Congressional investigation or other investigation. They would also be of historical value for anyone writing a report on certain projects.

Permanent. Transfer to Records Center when no longer needed in current lib area.

APP

[Signature]

20 June 1965
Date

* Except for items 12, 13, 17 which should not be destroyed until pending request for GAO authority is ~~secured~~ approved.

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

SCHEDULE NO. 88-165

OFFICE, DIVISION, BRANCH

OSA/Contracts Division

SIGNATURE

TITLE

Chief, Contracts Division

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1. | Subject Files A general file of correspondence, reports cables, memoranda, internal issuances relating to administration and support functions. They also include correspondence with other Branches and Agency components. 1963 - | 2.0 | Temporary. Break files annually, hold 2 years then destroy. |
| 2. | Procurement Files These files involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general Agency procurement programs. These folders contain the signed original contract and include amendments, estimates, proposals, sub-contracts, payment plans, spare parts lists, patent and royalty rights. Correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. 1958 | 48 | Permanent. Disposal not authorized by this schedule. Transfer to Records Center after audit. |

APPRC

CIA Records Administration Officer

24 Feb 1965
Date

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

SECRET

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

| VITAL RECORDS DEPOSIT SCHEDULE | | OFFICE, DIVISION CODE | NO. OF PAGES | |
|---------------------------------------|--|-------------------------|----------------------|---|
| | | OSA | 1 OF 1 | |
| | | DATE PREPARED | 14 Dec | |
| OFFICE, DIVISION | | SIGNATURE OF | | |
| DD/S&T - Office of Special Activities | | Chief, Support Division | | |
| ITEM NO. | VITAL RECORDS IDENTIFICATION (Title, description and inclusive dates) | MEDIA OF DEPOSIT | FREQUENCY OF DEPOSIT | DISPOSITION INSTRUCTIONS |
| | I. Policy Directives and Plans | | | |
| 2. | Global War Plans - SAC/USAF Plans | Hard Copy | One Time | OSA will be responsible for disposition action. |
| 3. | Liaison Agreements with Other Government Agencies | Hard Copy | One Time | OSA will be responsible for disposition action. |
| | II. General Operational Guidance | | | |
| 5. | Cryptic Reference Files (Division Crypts) | Hard Copy | Intermittent | OSA will be responsible for disposition action. |
| 19. | Reports Control Manuals | Hard Copy | Intermittent | OSA will be responsible for disposition action. |
| | III. Operational Support | | | |
| 4. | Lists of Special Contracts | Hard Copy | Intermittent | Return 6 months after receipt. |
| 5. | Shelf Lists of Retired Records | Hard Copy | Intermittent | OSA will be responsible for disposition action. |
| | <div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">Date: 20 Dec, 1965</p> <p style="text-align: center;">CIA Records Administration Officer</p> | | | |

25X

X1

SECRET

OFFICE, DIVISION, BRANCH

Material Division/OSA - DD/S&T

SIGNATURE

TITLE

Chief, Material Division

PR 1964

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|---|
| 1. | <p>LOGISTICS SUBJECT FILES</p> <p>A general file of correspondence, reports, copies of cables and dispatches.</p> | 20.0 | Break files annually; hold 2 years, then destroy. |
| 2. | <p>MEMORANDUM RECEIPT FILES</p> <p>Copies of Consolidated Memorandum Receipt Listings furnished by Office of Logistics.</p> | 1" | Destroy when superseded. |
| 3. | <p>REQUISITION FILES</p> <p>Copies of requisitions prepared by the Division for Headquarters and the field.</p> | 2.0 | Break files annually; hold 2 years, then destroy. |
| 4. | <p>CARGO FILES</p> <p>Incoming or outgoing shipments from or to Headquarters (thru U. S. activities).</p> | Filed in 3 | Destroy 2 years after completion, payment and audit. |
| 5. | <p>VEHICLE FILES</p> <p>a. Assignment records</p> <p>b. Accident Reports & Related Records</p> | .1 " | <p>Destroy 1 year after vehicle disposed and record audited.</p> <p>Destroy 6 years after case is closed.</p> |

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|--|------------|--|
| 5. | VEHICLE FILES (Continued) | | |
| | c. Table of Vehicular Allowance | " | Destroy when superseded or cancelled. |
| 6. | PROPERTY ACCOUNTABILITY RECORDS | | |
| | a. Stock Record Cards (showing receipts, issues and balances) | Filed in 3 | Destroy completed or discontinued cards 2 years after audit. |
| | b. Debit, Credit and Adjustment Voucher Files and Registers | " | Destroy 2 years after audit. |
| 7. | AIRCRAFT ACCIDENT REPORTS | | |
| | These files consist of record copies of accident reports and related material. These records are case filed by accident. | 2.0 | Permanent. Cut off at the end of each calendar year in which all material has been collected on the accident; hold 1 year, then forward to the Records Center for permanent retention. |
| 8. | REAL PROPERTY RECORDS | | |
| | Drawings (maps and plans) of construction, renovations, installations and utilities. (Copies are not sent to O/Log). | 10 | Permanent. Retain copy of final drawings. Send to Records Center when inactive. |
| APP |  | Date | |

4 April 1964
Date

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

OFFICE, DIVISION, BRANCH

Deputy for Field Activities/OSA/DD/S&T

D/FA-OSA

30 Apr 1964

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1. | <p>Hqs Operations Directives</p> <p>These include Record copies of Project Directives. 1961 -</p> | 1 | <p>Permanent. Cut-off at the end of each calendar year in which Directives are rescinded or superseded, hold 1 year; then forward to Records Center.</p> |
| 2. | <p>Subject Files</p> <p>These records consist of memoranda, cables, dispatches relating to specific subjects. July 1953 -</p> | 12 | <p>Cut-off at the end of each calendar year, hold 1 year, then forward to Records Center for 1 additional year, then destroy.</p> |
| 3. | <p>CPX and MPX File</p> <p>Command Post Exercise and Post Exercise Records. File by activity number. April 1953 -</p> | 2 | <p>Permanent. These records will be maintained by Project Activity and updated as changes occur.</p> |
| 4. | <p>Plans Records</p> <p>These files consist of record copies of Outlines, Cover and Contingency Plans, mission proposals and related records. They are filed by Project. January 1964</p> | 6 | <p>Permanent. These records will be maintained by ^{project} activity and will be updated as changes occur.</p> |
| 5. | <p>Chronological Files</p> <p>These files consist of incoming and outgoing cables. They are maintained geographically in chronological order. January 1964</p> | 2 | <p>Cut-off at the end of each month; hold for 6 months, then destroy.</p> |

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|---|--------|--|
| 6. | Project Files These files consist of correspondence and messages pertaining to aircraft and bases for drawing up future plans. January 1964 | 6 | Destroy when no longer required or when superseded, whichever is sooner. |
| 7. | Reports Files These files consist of information copies of daily and weekly reports received from various OSA activities. Jan '64 | 2 | Cut-off at the end of each month; hold for six months, then destroy. |
| 8. | Personnel Files. These files consist of information copies of correspondence relating to assigned personnel. They are maintained alphabetically. January 1960 - | 5 | Destroy upon separation of the Subject. |
| 9. | Mail Control Files a. TS logs. 1960 - b. Secret and Confidential Mail Control Logs. 1964 | 2 | Disposal not auth. by this schedule. |
| | | 3 | Destroy after 1 year. |
| 10. | Weather Maps These maps are used for daily briefings. Retention is necessary for reference to past occurrences. Two charts (00Z and 12Z) are received on a daily basis. January 1962 - | 4 | Retain 2 years; then destroy. |

APPE

[Redacted Signature Box]

CIA Records Administration Officer

2 June 1964
Date

[Redacted Signature Box]

ILLEG

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400220001-5